

Sacramento Suburban Water District Classification Specification

Job Class: Operations Manager

FLSA Status: Exempt

Effective Date: April 25, 2024

Definition

Plans, organizes, manages, directs, and supervises District staff involved in the maintenance, repair and operations functions for all water production, transmission, storage and distribution components and facilities of the District's water system.

Distinguishing Characteristics

The Manager level recognizes positions that provide full line and functional management responsibility for a division or program area within the District and has the responsibility for the development and implementation for the division's work plan, policies, and procedures.

Examples of Essential Duties

The following duties are typical for this classification. Depending upon the assignment, the employee may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices. Management retains the right to add, remove, or change duties at any time.

- Plans, manages, coordinates, and directs District staff involved in the maintenance, repair, and operations functions of the District, including all water production, storage, distribution components, facilities, and fleet.
- Manages and oversees equipment and vehicle maintenance and repair, plant and facility maintenance and repair, groundskeeping, landscaping, and limited construction needs.
- Serves as the District's Distribution and Treatment Chief Operator.
- Manages and oversees compliance with permits involved with regulating District operations.
- Provides supervision, training, and performance evaluations for direct reports; reviews performance evaluations of department staff.
- Supervises and advises staff regarding employee conduct, performance management, and evaluations.
- Reviews acquisition requirements and develops recommendations regarding the purchase, servicing, testing, inspection, and repair of automotive and construction equipment.
- Develops the operations and maintenance budget; monitors costs.
- Assists with long-range planning of District maintenance, construction, and operations functions and replacement projects.
- Makes spot inspections of work in progress to ensure proper utilization of staff and equipment and compliance with legal and District requirements and standards.
- Prepares and executes plans for expansion, reduction, and shifting of maintenance and operations functions.

- Plans, develops, and coordinates the implementation and maintenance of District programs promoting an injury and illness-free workplace; oversees accident and incident investigations in coordination with the Safety/Risk Officer.
- Manages and oversees risk management functions for the District in coordination with the Assistant General Manager.
- Develops and directs implementation of policies, procedures, and standards related to maintenance and operations.
- Provides general coordination of maintenance, construction, and operations activities with other District functions.
- Monitors and assesses employee certification, training, and safety programs.
- Provides input and review for the development and administration of construction contracts.
- Reviews and approves employee work shift schedules, leave requests, and timesheets.
- Develops, implements, and oversees preventive maintenance programs.
- Performs special projects as delegated.
- Represents District maintenance, repair, operations, and construction functions with the public, contractors, other utilities, regulatory agencies, governmental bodies, planning agencies, trade and professional associations, and technical groups.

Minimum Qualifications

Knowledge Of:

- Principles of water distribution system design and operation, water quality, and treatment.
- Principles, methods, and practices used in 1) water distribution system maintenance, repair, operations, and construction; 2) automotive and construction equipment operation, maintenance, and repair; 3) building maintenance, grounds keeping, and landscaping; and 4) water production, treatment, and storage facility operations, maintenance, and construction work.
- Federal, state, and county regulations related to water system operation, employee health and safety, and environmental control.
- Pertinent rules, regulations, and codes applicable to District maintenance, operations, and construction functions.
- Work safety standards and requirements.
- Principles of budget development and expenditure control.
- Principles of supervision, training, and management.
- Common office computer software and database programs, including the Microsoft Suite of Programs (Word, Excel, Outlook, Access and PowerPoint).

Ability To:

- Plan, organize, manage, and administer the maintenance, repair, operations, and construction functions of the District.
- Understand and explain District policies, procedures, rules, and regulations.
- Perform comprehensive administrative review of work activities, costs, staffing requirements, equipment uses, and time requirements.
- Ensure the proper maintenance, repair, and operations of District equipment and facilities.

- Develop and control budgets.
- Effectively represent District maintenance, repair, and operations functions in Board and other meetings, presentations, and discussions with the public, contractors, and other organizations.
- Effectively supervise and train staff in areas related to the maintenance, repair, and operations functions of the District.
- Establish and maintain cooperative working relationships with coworkers, outside agencies, vendors, consultants/contractors, local community groups, public officials, and the public.
- Operate a computer for word processing, database, spreadsheet and presentation applications, and department specific software.
- Communicate effectively both verbally and in writing.
- Initiate and maintain effective safety practices that relate to the nature of the work.
- Pass pre-employment physical, drug screen, and background check.

Experience and Education:

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Eight (8) years of broad and extensive experience performing maintenance, construction, repair, and operations work for a water district, wastewater treatment district, or other public agency, including five (5) years in a management or supervisory capacity.

AND

Education:

Equivalent to an associate degree in Construction Management, Engineering, Science, Environmental Studies or closely related field from an accredited college or university. An additional four (4) years of qualifying experience may be substituted for the associate degree with a high school diploma or equivalent.

License and/or Certificates:

- Valid Driver's License issued by the California Department of Motor Vehicles and proof of good driving record as evidenced by the absence of multiple or serious traffic violations or accidents for at least two (2) years duration. The driving record will not contribute to an increase in SSWD's automobile rates. Individuals who do not meet this requirement due to a physical disability will be considered for accommodation on a case-by-case basis.
- Possession and maintenance of a State of California Water Distribution Operator Certificate Grade D4 and Treatment Operator Certificate Grade T2.
- Incumbent must complete the designated number of contact hours (i.e., continuing education/training requirements) to maintain the required certifications as a condition of employment.

Working Conditions and Physical Demands

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

- Travels regularly by automobile in conducting District business.
- Communicates frequently with District staff and the public in one-on-one and group settings.
- Regularly uses a telephone for communication.
- Regularly uses office equipment such as computers and copiers.
- Occasionally walks in uneven terrain, in an outdoor environment, making inspections of District facilities and maintenance, repair, and construction projects.
- Sits for extended time periods.
- Hearing and vision within normal ranges with or without correction.

The specific statements shown in each section of this class specification are not intended to be all-inclusive. They represent typical elements and criteria necessary to successfully perform the job.

APPROVED:

Dated: April 25, 2024

By: 
Dan York
General Manager

Employee Statement:

I certify I have read, understand, and acknowledge receiving a copy of this class specification.

Employee Signature

Date